Reversing a posted JE

Once a JE has been "posted" to the General Ledger, any further edits to that JE cease. Occasionally, there may be a need to reverse a posted JE.

Several reasons for reversing are:
- JE contained many errors that need to be corrected
- JE was posted accidentally
- JE date and budget date don't match
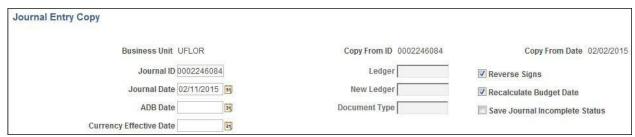- JE contained inaccurate ChartField information

Navigation
1. Click the **Main Menu** button.
2. Click the **Financials** menu.
3. Click the **General Ledger** menu.
4. Click the **Journals** menu.
5. Click the **Journal Entry** menu.
6. Click the **Create/Update Journal Entries** menu.
7. Click the **Find an Existing Value** tab.
8. Input Journal ID and click **Search**.
9. Click **Lines** tab.

Lines tab
10. Click the **Process** drop down field.
11. Click the **Copy Journal** list item.
12. Click the **Process** button.

Journal Entry Copy screen

13. Input the **Copy From ID** value into the **Journal ID** field
    Note: The Journal ID of the reversed copy must be the same as the original JE.
14. The **Journal Date**, must be different from the **Copy From Date** (original JE date).
14. Click the **Reverse Signs** check box.   Click the **Recalculate Budget Date** checkbox
15. Click **OK** button.
16. Click in the **Header** tab.

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Header tab

17. Input a full description of the reversal into the **Long Description** field.
    Note: The description should indicate this JE is a reversal, include the original Journal ID, the date of the original journal and the reason for the reversal (e.g., "**Reversing JE # 0002246084 on 2/2/15, charged wrong account**").
18. Click the **Lines** tab.

Lines tab

19. Click the **Process** button to run Journal Edit and Budget check again.
20. Click the **OK** button.
21. Once the reverse copy has passed Journal Edit and Budget Check, and **V** - **V** displays in the Status columns - this JE is now ready for review and posting by the Core Offices and will negate the effect of the original JE.

If you need help with…

• Technical issues, contact the UF Help Desk:
    392-HELP
    helpdesk@ufl.edu

• Any other issues, contact the General Accounting Department:
    392-1326
    gahelp@ad.ufl.edu
    http://www.fa.ufl.edu/departments/general-accounting/

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